

2004 BLOOMINGTON COMMUNITY FARMERS' MARKET INFORMATION

MARKET MISSION

The City of Bloomington Parks and Recreation Department strives to provide the Bloomington Community Farmers' Market with an attractive venue for people to come together to buy local produce directly from those who produce it thereby supporting small farmers and gardeners, securing a local food source and enriching the community.

MARKET SEASON

Saturday Market - The 2004 season opens Saturday, May 1 at 7 am and continues each Saturday through October 30. Hours are from 7 am to 12 noon.

Tuesday Market – The 2004 season opens Tuesday, June 1 at 3 pm and continues each Tuesday through September 28. Hours are from 3 pm to 6 pm.

MARKET SITE

Saturday Market - The Market is located at 401 North Morton Street in the Showers Common facility south of Showers City Hall.

Tuesday Market – The Market is located at 401 North Morton Street on the plaza in front of Showers City Hall.

CONTRACT

All vendors selling at the Farmers' Market are required to sign the Bloomington Community Farmers' Market Contract in advance of selling at the Market. Vendors selling processed foods are required to sign the appropriate addendum to the contract and provide copies of all necessary paperwork in advance of selling at the Market. The information on these documents is Public Record.

MARKET STAFF

Marcia Veldman is the Market Manager for the Parks and Recreation Department, Suite 250 of the Showers Building, 401 N. Morton Street, phone 812-349-3738, email veldmanm@bloomington.in.gov. Bradley Drake is the Market Master.

FARMERS' MARKET ADVISORY COUNCIL WELCOMES YOU

The Farmers' Market Advisory Council consists of nine members representing three groups, Market vendors, Market customers and downtown businesses. The Council acts in an advisory capacity to the Board of Park Commissioners and Park staff on policy matters relating to the Farmers' Market. Market vendors who are serving on the Farmers' Market Advisory Council are Linda Chapman, Bruce McCallister and John Byers. They, along with other Council members and Market staff, want you to know you are always welcome to attend Advisory Council meetings. Meetings are usually held at 5:00 pm the third Monday of each month in the Parks Conference Room, Suite 250 of the Showers Building. It is advisable to check with the Market Master or call the Market Manager prior to the meeting in case there has been a change.

VENDOR POINT SYSTEM

A point system is used to reward vendors who have participated in the Market the longest and most consistently. The system is based on the number of seasons of participation and the number of days of attendance. The same system is used for both the Saturday and Tuesday Markets, however points for the two Markets are kept completely separate.

Vendor spaces are reserved prior to the season based on the following system; vendors with the most points select their spaces first. Space reservations will be made using the total number of points earned at the end of the previous season.

Each Market vending space will generate one season's worth of points per year, regardless of the number of vendors on the contract. Points per space are calculated as follows:

1. Two points per season for vending during a given season will be awarded to vendors who have participated in the Market in any of the three "recent seasons" (either the current season and/or the two prior seasons if Market is underway, or the three previous seasons if the Market has not yet opened for the year).
2. Plus for Market seasons beginning in 1983 up to the "recent seasons", a vendor receives one point for each season he or she sold at Market.
3. Additionally, vendors who participated in the Market any of the three "recent seasons" will receive 0.2 points for each day the vendor sold during those seasons.

In the event the primary vendor no longer vends at Market, points may be given to secondary vendors for the years they were on the contract. In the event that the contracted vendors develop a spin-off vendor, points accumulated by the primary vendor in that space will either have to be divided among the contracted vendors, or the primary vendor will receive all the points. The Council recommends the vendors involved make this decision.

PETS PROHIBITED

No pets shall be permitted at Market.

INDIANA SALES TAX

Plants, crafts and other non-food items sold in Indiana are subject to sales tax. Vendors should apply for a Registered Retail Merchants Certificate through your regional Indiana Department of Revenue. Permanent certificates cost \$25.00, a one-time fee. Call (317) 233-4015 for further information.

SALE OF PLANT MATERIAL

Vendors selling woody ornamental plants should contact the Department of Natural Resources, Entomology Division, 402 W. Washington St., Room 290W, Indianapolis, IN 46204, phone 317-232-4120, or www.state.in.us/dnr/entomoloto to determine licensing and inspection needs. The purpose of inspecting plants is to prevent the spread of disease and pests. The transfer of disease can result in the imposition of quarantines on entire regions.

ORGANIC CERTIFICATION

If you have questions regarding organic certification, the Parks & Recreation Department has a list of USDA-accredited certification agencies. Federal law that went into effect in 2002 requires that any grower with sales over \$5,000 calling their product organic must be certified organic by a USDA-accredited agency. Growers with gross sales less than \$5,000 may call their product organic as long as they comply with all the USDA rules.

MARKET WEB SITE

Information on the Bloomington Community Farmers' Market can be found on the web at www.bloomingtonfarmersmarket.org.

CRAFT GUIDELINES

Eligibility of Vendors:

Registered crafts are permitted for sale in May and October. Vendors who sold at ten markets during the 2003 season will be eligible to sell registered crafts during the month of May 2004. Vendors who have sold at 10 markets during the 2004 season prior to October are eligible to sell registered crafts during the month of October 2004.

Craft Guidelines:

- All items must be original and handcrafted by the vendor.
- Items must be safe, have a reasonable life expectancy, and exhibit quality of craftsmanship.
- In items made from or including plant materials, (i.e. flowers, herbs, vines, gourds, etc.) the plants must be grown by the vendor.
- Unacceptable items include:
 - Items made from kits or commercial plans.
 - Items made from molds not created by the vendor.
 - Items in which a commercially made piece is central to the design.
 - Items made in a production studio.
- Items on display must be registered and must be for sale.

Craft Registration:

Craft vendors must bring representative samples of each different type of craft item to the Market Master or by appointment to the Market Manager. Items will be reviewed for compliance with the Craft Guidelines at that time. In most cases, the Market Master/Manager will confirm the eligibility of an item on the day it is submitted, but consideration may extend for up to one week. Once approved the craft may be sold in May and October.

VENDOR ETIQUETTE AND TIPS

- **Identify your space**
The Farmers' Market Advisory Council suggests you display your name each week. This will make it easier for customers to get to know you. It is especially important if you do not have a reserved space.
- **Issue Receipts**
If a customer asks for a receipt, please honor that request. Sometimes receipts are needed for tax purposes.
- **Excess Produce**
Hoosier Hill Food Bank will have their truck at the Market in case you have extra produce or flowers you would like to donate.
- **Compost**
Any produce that you have that is too damaged to donate to the Food Bank may be placed in the compost containers on the Food Bank truck. Please do **NOT** place compost in the trash cans.
- **Space Clean-Up**
Please be sure to clean-up your area prior to leaving the Market. There is a dustpan and broom available on the Market truck if you need one.
- **Dumping Water**
Please be considerate of vendors downstream and pour excess water out on the plants in the landscaped areas.
- **Landscaping Carts**
There are two landscaping carts available at the Market truck to assist you in moving produce and supplies in and out of the Market.

- **Electricity**

There are a few electric outlets located on the Market shelters. Only vendors located next to the outlet may utilize the electricity. Additional outlets are located to the east of the A shelter, to the west of the D shelter, to the northeast of the R spaces and to the north of spaces U6-U11. Vendors using spaces in those areas may use the respective outlets. Extension cords may not enter frequently traveled customer paths. Generators are not permitted.

- **Tape on Shelters**

To keep the shelters looking their best, please do not tape anything to the shelters.

- **Unable to Attend**

If you have a reserved vehicle vending space and will not be attending Market, it would be appreciated if you informed Marcia at (812) 349-3738 or veldmanm@bloomington.in.gov by 5 pm on Friday. This will allow staff to allocate the space to an unreserved vendor.

ADDITIONAL ADDRESSES AND TELEPHONE NUMBERS:

Bloomington Parks and Recreation Department

P.O. Box 848

401 N. Morton Street

Bloomington, IN 47402

tel.: 812-349-3700

fax: 812-349-3705

Monroe County Health Department - (health and safety concerns)

Sylvia Garrison

119 W. 7th Street

Bloomington, IN 47404

tel.: 812-349-2543

Monroe County Department of Weights and Measures

119 W. 7th Street

Bloomington, IN 47404

tel.: 812-349-2566

Poultry Science Building, Purdue University

West Lafayette, IN 47907

tel.: 765-494-8510

Monroe County Extension Office

119 W. 7th Street

Bloomington, IN 47404

tel.: 812-349-2575

Indiana State Department of Health

Farmers' Market Nutrition Program

Kathy Lauerman

2 N Meridian St.

Indianapolis, IN 46204

(317) 233-5576

2004 INFORMATION FOR THE *SATURDAY* BLOOMINGTON COMMUNITY FARMERS' MARKET

ENTERING AND EXITING MARKET SITE

Reserved space vendors occupying spaces on the East side of the Market should enter on Morton Street. Reserved space vendors occupying spaces on the West side of the Market should enter on Eighth Street off of Rogers.

From 7 am until noon, vendors wishing to enter or leave the Market sites with motorized vehicles must obtain the permission of the Market Master. The Market Master will determine whether or not it is safe for you to leave. Twenty-five reserved vehicle vending spaces have been designated "Early Exit" spaces. **Only vendors occupying the "Early Exit" spaces and the uncovered vehicle vending spaces will be allowed to exit Market site in motorized vehicles between 8:30 am and 11:30 am. However, during Market hours, vehicular movement is strongly discouraged.** Any vendor violating these safety rules may be asked not to return to Market.

There are table and vehicle vending spaces available on a first-come, first-served basis. Vendors who do not have a reserved space and would like to use an **unreserved** table or **unreserved** vehicle vending space may do so. Vendors must be present in a space to reserve it. Vendors who do not have a reserved space and would like to use an unoccupied **reserved** table or **reserved** vehicle vending space should line up on Morton Street, North of the Market, facing South. Beginning at 5:30 am a chalkboard will be in place by the Market van, vendors should write their name (in order of arrival time) and preferred space on the chalkboard. Beginning at 6:45 am the Market Master will assign available reserved spaces.

In the event all reserved and unreserved spaces are occupied, Market Master may assign spaces in locations that do not interfere with customer walkways, current vendor spaces and emergency access.

ASSIGNMENTS AND LIMITS OF SPACE

Each vendor is limited to one reserved vending space, unless otherwise assigned. Vendors selling from a vehicle are limited to a space 8' wide x 24' deep x 9' high in size (tires of Vendor vehicles must remain within marked space). Table spaces are limited to 8' x 8' in size.

Reservations for seasonal vending spaces are made in advance of the opening of Market. Vendors must occupy a reserved space by 6:45 am on Market day or give up all rights to the space for that day. For reserved table spaces the vendor must unload and remove his vehicle from the parking lot by 6:30 am. After 6:45 am, any reserved spaces that are unoccupied are available to vendors on a first-come, first-served basis. On Market days, the Market Master can be reached at 327-7034.

No portion of the prepaid fee for the reserved space will be refunded after the beginning of the Market season. Vendors who cancel their space reservations prior to the beginning of the season will be charged a \$20 administrative fee. The City and the Market Master will attempt to reassign reserved spaces, if those spaces, for reasons outside the City's control, become unavailable on a particular Market day.

RENTAL FEES

All fees are non-refundable and assessed on basis of vendor age.

Reserved Spaces	Price	Annual Capital Development Fee *	Total Cost Per Season
Vehicle	\$210.00	\$20.00	\$230.00
Vehicle Senior**	\$105.00	\$20.00	\$125.00
Table	\$94.00	\$10.00	\$104.00
Table Senior**/Youth***	\$68.00	\$10.00	\$78.00

Unreserved Spaces	Price	Daily Capital Development Fee *	Total Cost Per Day
Vehicle	\$8.00	\$1.00	\$9.00
Vehicle Senior**	\$4.00	\$1.00	\$5.00
Table	\$3.50	\$.50	\$4.00
Table Senior**/Youth***	\$2.50	\$.50	\$3.00

*Capital Development Fee - Funds generated through this fee will be used to maintain and enhance the Showers Common facility.

**Senior price applies only if all vendors on contract are 60 years of age or older.

***Youth price applies only if all vendors on contract are 16 years of age or younger.

2004 INFORMATION FOR THE *TUESDAY* BLOOMINGTON COMMUNITY FARMERS' MARKET

ASSIGNMENTS AND LIMITS OF SPACE

Each vendor is limited to one reserved 10' x 10' table vending space, unless otherwise assigned. Reservations for seasonal vending spaces are made in advance of the opening of Market.

Vendors may not begin setting up until 2 pm. Vendors must occupy a reserved space by 2:45 pm on Market day or give up all rights to the space for that day.

No portion of the prepaid fee for the reserved space will be refunded after the beginning of the Market season. Vendors who cancel their space reservations prior to the beginning of the season will be charged a \$20 administrative fee. The City and the Market Master will attempt to reassign reserved spaces, if those spaces, for reasons outside the City's control, become unavailable on a particular Market day.

ENTERING AND EXITING MARKET SITE

Vendors may enter or leave the Market at their convenience.

There are unreserved table vending spaces available on a first-come, first-served basis. Vendors who do not have a reserved space and would like to use an **unreserved** table vending space may do so. Vendors who do not have a reserved space and would like to use an unoccupied **reserved** table vending space should report to the Market Master upon arrival, but not prior to 2 pm.

RENTAL FEES

All fees are non-refundable and assessed on the basis of vendor age.

Reserved Space	Cost per Season
Table	\$54.00
Table Senior**/Youth***	\$36.00
Unreserved Space	Cost per Day
Table	\$3.00
Table Senior**/Youth***	\$2.00

**Senior price applies only if all vendors on contract are 60 years of age or older.

***Youth price applies only if all vendors on contract are 16 years of age or younger.